

■ APPENDIX XX

Sample Phase Report

**USED WITH DAILY TRAINING NOTES AND
WEEKLY TRAINING PROGRESS REPORTS**

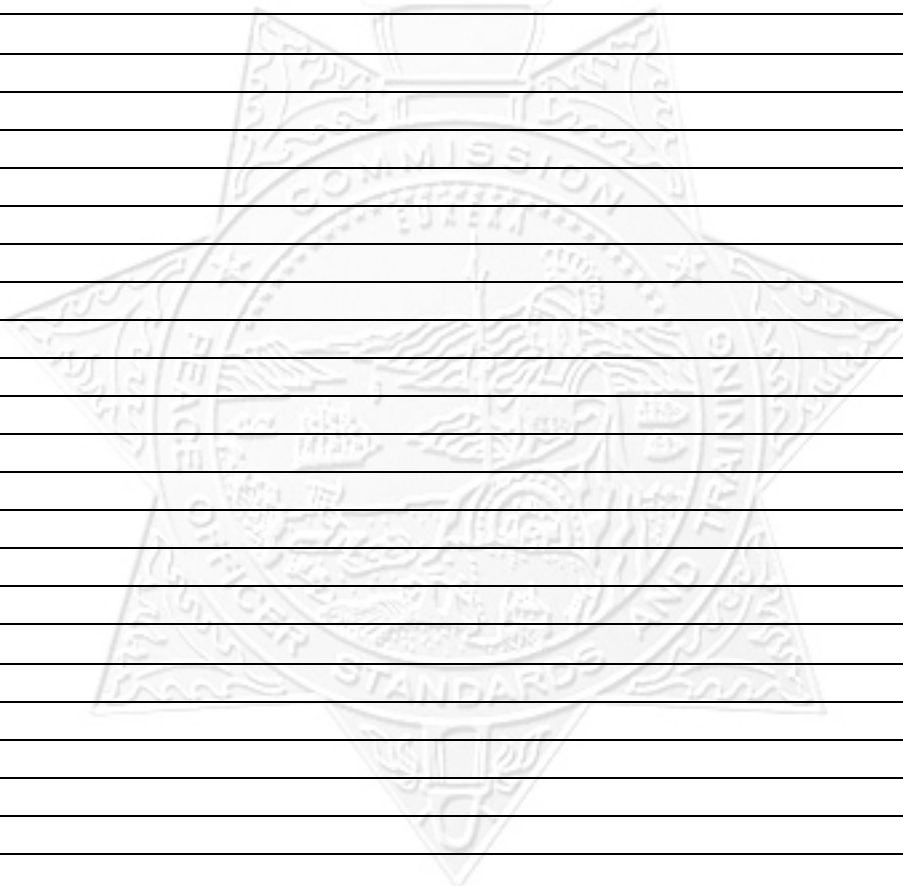


PHASE 1

EVALUATION REPORT

Trainee		Evaluation Period From: To:		Date					
<p>This Phase Evaluation Report provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:</p> <p>4 – BETTER THAN ACCEPTABLE: Performance exceeds the agency's standard</p> <p>3 – ACCEPTABLE: Performance meets the agency's standard</p> <p>2 – IMPROVEMENT IS NEEDED: Performance is progressing toward acceptable but does not yet meet the agency's standard</p> <p>1 – UNACCEPTABLE: Performance is not at an acceptable level</p> <p>NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remediation, shows no improvement in performance</p> <p>A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level.</p>									
PERFORMANCE AREAS				NRT	1	2	3	4	
<i>Objectives can be listed by major topics (performance areas)</i>									
<i>or by major topics with sub-topics</i>									
Agency Orientation (1.1.01 – 1.1.16) <i>or</i> Agency Orientation (1.1.01 – 1.1.11) Community Orientation (1.1.12 – 1.1.14) Support Services (1.1.15 – 1.1.16)				<i>The FTO shall list the objectives that were covered during this phase of training under the performance areas section, as shown. The ratings given should be based on the trainee's performance at the completion of this phase. A description of trainee performance, including references and/or examples found in the daily training notes and weekly progress reports, should be found in the narrative pages attached to the phase report. Departments may also choose to add personal characteristics to be evaluated (as shown - as long as they are the same for each trainee). A sample report for Phase I of the POST program is found on the following pages.</i>					
Other agency developed areas of performance/behavior to be evaluated, such as:									
Personal Relations									
Dependability									
I have reviewed this Phase Evaluation Report with my Field Training Officer. I wish to discuss the evaluation with the FTP Supervisor/Administrator/Coordinator: ____ Yes ____ No.									
Trainee's Signature _____				Date _____		FTO's Signature _____		Date _____	
FTPSAC's Signature _____				Date _____					

FTOs can begin their narratives on this page but each specific performance area must have a designated narrative area, as shown in the following sample. Agencies must develop the narrative descriptions for each of the performance areas. These are similar to the SEGs of the San Jose Model.



Trainee's Signature

Date

FTO's Signature

Date

FTP SAC's Signature

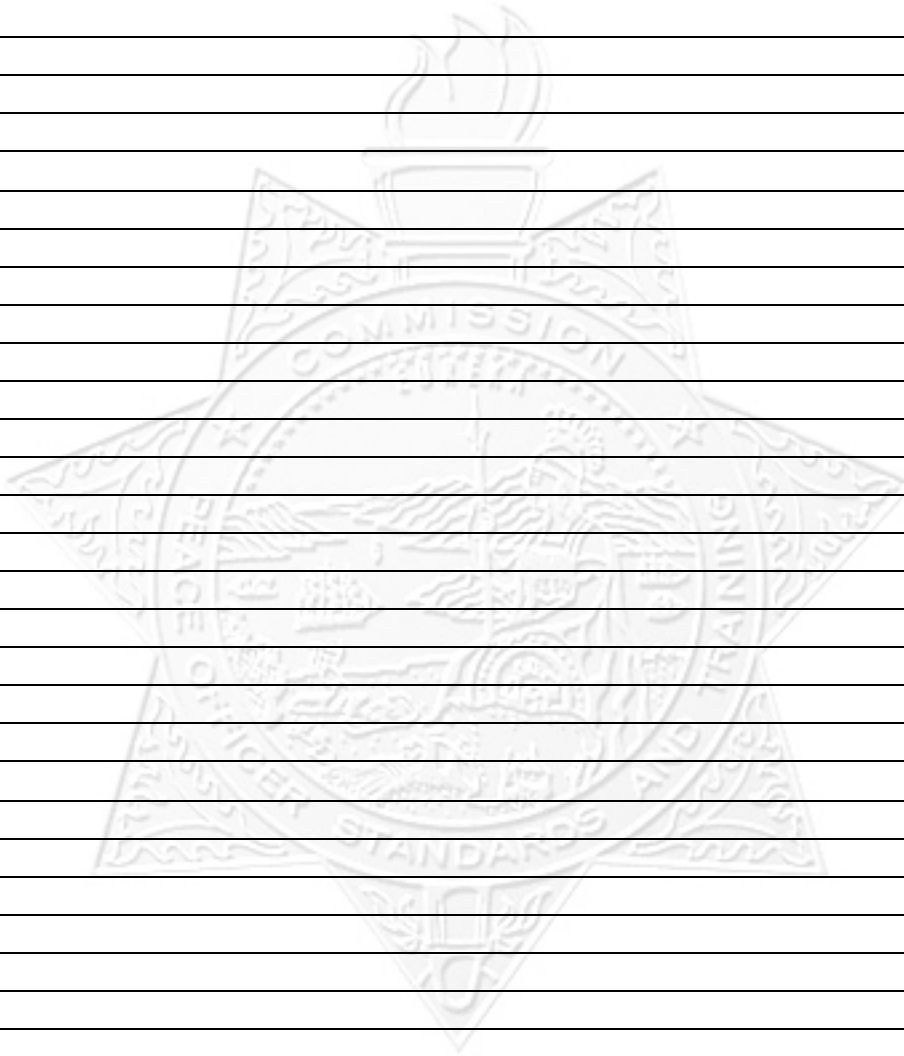
Date

Sample

PHASE I

EVALUATION REPORT

Trainee	Evaluation Period From: _____ To: _____	Date			
<p>This Phase Evaluation Report provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:</p> <p style="margin-left: 40px;">4 – BETTER THAN ACCEPTABLE: Performance exceeds the agency’s standard</p> <p style="margin-left: 40px;">3 – ACCEPTABLE: Performance meets the agency’s standard</p> <p style="margin-left: 40px;">2 – IMPROVEMENT IS NEEDED: Performance is progressing toward acceptable but does not yet meet the agency’s standard</p> <p style="margin-left: 40px;">1 – UNACCEPTABLE: Performance is not at an acceptable level</p> <p style="margin-left: 40px;">NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remediation, shows no improvement in performance</p> <p>A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level.</p>					
PERFORMANCE AREAS	NRT	1	2	3	4
Agency Orientation (1.1.04 – 1.1.16)					
Officer Safety (1.2.01 – 1.2.06)					
Ethics (1.3.01 – 1.3.10)					
Use of Force (1.4.01 – 1.4.04)					
Patrol Vehicle Operations (1.5.01 – 1.5.19)					
Community Relations/Professional Demeanor (1.6.01 – 1.6.24)					
Radio Communications (1.7.01 – 1.7.11)					
<i>Any additional topics/ performance areas would be listed here</i>					
<i>Other additional agency rated items would go here:</i>					
Personal Relations					
Dependability					
<p>I have reviewed this Phase Evaluation Report with my Field Training Officer. I wish to discuss the evaluation with the FTP Supervisor/Administrator/Coordinator: _____ Yes _____ No.</p>					
_____ Trainee’s Signature	_____ Date	_____ FTO’s Signature	_____ Date		
_____ FTP SAC’s Signature	_____ Date				



Date

Date

Orientation (1.1.01 – 1.1.16): This area of the evaluation covers your performance and demonstrated knowledge in the orientation to the agency in terms of its organization, functions, chain of command, General Orders, and other rules and regulations. It will also address your knowledge of city and county support services, state and federal law enforcement agencies, and community orientation and geographic locations.

Based on the specific comments listed below, your evaluation in Orientation is:

(Circle one)

NRT

1

2

3

4

Officer Safety (1.2.01 – 1.2.06): This area of the evaluation will address your knowledge of the tactics and responsibilities of the contact and cover (primary/back-up) officer positions. It will also evaluate your ability to identify, explain, and/or demonstrate the aspects of officer survival; as well as, your ability to perform police officer tasks without injuring yourself or others, and without exposing yourself or others to unreasonable danger or risk.

Based on the specific comments listed below, your evaluation in Officer Safety is:

(Circle one)

NRT

1

2

3

4

Ethics (1.3.01 – 1.3.10): This area of the evaluation covers the manner in which you understand, accept, and employ your own integrity and ethics. It evaluates your ability to build/maintain public trust through honesty, community awareness, and professionalism. It also evaluates your ability to resolve ethical situations through prior planning and decision-making.

Based on the specific comments listed below, your evaluation in Ethics is:

(Circle one) NRT 1 2 3 4

Use of Force (1.4.01 – 1.4.4): Your knowledge of agency policy on the use of force, discharge of firearms and the use of non-lethal weapons will be evaluated in this area of the evaluation. Your knowledge of agency policy and procedures on the use of chemical weapons will also be evaluated. Incidents where you use force (and/or restraints), if any, will be evaluated in terms of its necessity, propriety and effectiveness.

Based on the specific comments listed below, your evaluation in Use of Force is:

(Circle one) NRT 1 2 3 4

Patrol Vehicle Operations (1.5.01 – 1.5.19): This category of performance is based on your knowledge and application of agency policy regarding the inspection and operation of your patrol vehicle. You will be evaluated on your ability to maintain control of the vehicle and obey traffic laws while being alert to activity outside the vehicle. This area will also evaluate your knowledge and ability in the areas of vehicle operation liability as well as emergency vehicle operations/pursuits.

Based on the specific comments listed below, your evaluation in Patrol Vehicle Operations is:

(Circle one)

NRT

1

2

3

4

Community Relations (1.6.01 – 1.6.24): In this portion of the evaluation you will be rated on your demonstrated knowledge of the role of the law enforcement officer in the community. You will also be rated on your community relations, professional demeanor, and willingness to serve the community. Your application of attitudes, skills, and abilities related to cultural diversity and racial profiling issues will also be evaluated. You will be rated on your knowledge and application of the agency policy regarding community/problem-oriented policing.

Based on the specific comments listed below, your evaluation in Community Relations is:

(Circle one)

NRT

1

2

3

4

Radio Communications (1.7.01 – 1.7.11): This portion of the evaluation will address your use of the police radio, the radio code, and procedures. Your use of the radio in routine, administrative (file checks) and emergency broadcasts will be evaluated. Also evaluated is your knowledge of related information systems and other telecommunications.

Based on the specific comments listed below, your evaluation in Radio Communications is:

(Circle one)

NRT

1

2

3

4

Personal Relations: This portion of the evaluation will address the following factors: your ability to interact with the public and with fellow officers, your professional demeanor; your personal appearance; your familiarity with and awareness of officer safety issues, and the proper wearing of the law enforcement uniform.

Based on the specific comments listed below, your evaluation in Personal Relations is:

(Circle one)

NRT

1

2

3

4

Dependability: This area of the evaluation will address your record of attendance, promptness, and timeliness in submitting and performing your work during this phase. This area will also address the consistency with which you respond to training or correct deficiencies that are pointed out to you.

Based on the specific comments listed below, your evaluation in Dependability is:

(Circle one) NRT 1 2 3 4

Performance observed but not required to be evaluated in this phase:

The following describes significant instances of satisfactory or unsatisfactory performance which are not within the scope of the objectives for this phase. These incidents are being presented so you can be aware of and continue good performance and/or avoid occasions of poor performance in the future.
